

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

SENIOR SECRETARY III

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Senior Secretary III to provide secretarial support for the Mental Health Clinical District Chief.

ESSENTIAL DUTIES:

- Provides administrative support to the District Chief of CHEERD and other managers as needed.
- Screens telephone calls and provides information, resources and linkages, refers calls to appropriate staff to handle, and takes messages.
- Makes appointments and arranges meetings and conference calls.
- Prepares notices of meetings and agendas for meetings, and organizes meeting materials.
- Prepares correspondence to providers and other County departments.
- Prepares documents for signature and distributes approved documents.
- Reviews/edits the formatting, grammar and content of documents submitted to the Director and the Chief Deputy Director of the Department of Mental Health for signature.
- Processes and organizes daily mail for supervisor.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.
- Reviews all material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Tracks and follows up on the execution of plans, improvements, and projects instituted by the supervisor and the program as needed on an on-going basis.
- Other assignments as directed by District Chief.

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills.
- Extensive computer knowledge and skills with Word, Outlook and Excel.
- Strong organizational skills and attention to detail.
- Ability to prioritize and to adjust priorities as needed.
- Flexibility and willingness to alter planned work flow as needed.
- Ability to multi-task throughout the day and to work with interruptions.
- Effective communication skills, both verbally and in writing.
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff.
- Commitment to improving the quality of work processes.

Interested individuals who currently hold the payroll title of Senior Secretary III are encouraged to e-mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records by May 16, 2014 to:

**Tracye Turner
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FAX: (213) 637-2336
AN EQUAL OPPORTUNITY EMPLOYER**